

County/Agency _____ Date: _____ 01-05-2012
 Certification Worker _____
 Review Conducted by _____

ADMINISTRATIVE REVIEW

Item	Yes	No	Findings/Comments
<input type="checkbox"/> Required Certification Training: Complete department approved certification training within first 6 months of employment. <ul style="list-style-type: none"> Start Date of Certifier _____ Training Date _____ 	<input type="checkbox"/>	<input type="checkbox"/>	If individual has not attended the training, how was this individual trained?
<input type="checkbox"/> Subscriptions: Certification worker(s) subscribe to the Operations Memo List Serve and DCF Child Care list serve: http://www.dhs.wisconsin.gov/em/policy-notification/signup.htm and http://dcf.wisconsin.gov/childcare/listserv/default.htm	<input type="checkbox"/>	<input type="checkbox"/>	Are the appropriate individuals signed up for the emails?
<input type="checkbox"/> Agency is in communication with Bureau of Early Care – Child Care Regional Licensing office. <ul style="list-style-type: none"> Dually regulated operators Appropriately refers complaints 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Records Retention: Per Ops Memo 11-41 retain 6 years after closure. If no paper file, are all documents uploaded into WISCCRS?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Orientation Materials/Info. Provided to Applicants <ul style="list-style-type: none"> SIDS/SBS Child Development/Positive Discipline/Health & Safety/Nutrition Certification Information (rules, required forms, training) Informational materials and/or orientation sessions have been reviewed for accuracy. Reviewer: Document procedure on Administrative Agency Interview Question #4	<input type="checkbox"/>	<input type="checkbox"/>	

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<input type="checkbox"/> Site Visits: Reviewer check WISCCRS dates <ul style="list-style-type: none"> • Agency has no overdue site visits. • Check if there is a next visit date entered. • Does agency cite non-compliances/violations? • How often are home visits conducted? Site visits are only required every 2 years.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> WEBI/WISCCRS: the appropriate individuals have access. Are the following reports being monitored? <ul style="list-style-type: none"> • 40% Rule Report • Background Check Report • Expiring Operator Report • Visits Due 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> CBC: Agency has no overdue caregiver background checks, CBC. Reviewer run report in WEBI (WEBI report may not be accurate; double check against the report generated by BITS).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> CBC Findings Module: Agency begins investigation in timely fashion (prioritizing serious offenses) resolves and documents findings in timely manner, including rationale for decisions to grant initial or continuation of certification. Appropriate paperwork in file/court reports/police reports. Reviewer: check WISCCRS date/file for appropriate documentation and audit “resolved” operator findings.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Exceptions on the Certificate: Copies of exceptions, stipulations, conditions are on file and entered in WISCCRS.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sanctions (<i>denials, revocations, suspensions</i>): <ul style="list-style-type: none"> • Agency provides written notice of sanctions including administrative review process. • Sanctions are accurately reflected and documents uploaded in WISCCRS. • Appeal and Rehabilitation Review results are on file and reflected in WISCCRS. • Agency appropriately enforces sanctions for violations of DCF 202, s. 48.685 and s. 49.155. CHECK WISCCRS & file	<input type="checkbox"/>	<input type="checkbox"/>	